

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 4

February 10, 2009

**SUBJECT:** INVESTIGATOR'S INSPECTION REPORT, FORM 20.14.01 - ACTIVATED; BINGO ORDINANCE, RULES AND REGULATIONS, STATE LAW BOOKLET, FORM 20.20.00; AND CHARITABLE SOLICITATIONS BOOKLET, FORM 20.21.00 - REVISED

**PURPOSE:** This Order activates the Investigator's Inspection Report and revises the Bingo Ordinance, Rules and Regulations, State Law Booklet and the Charitable Solicitations Booklet commonly used by Charitable Services Section, Commission Investigation Division (CID).

**PROCEDURE:**

**I. INVESTIGATOR'S INSPECTION REPORT, FORM 20.14.01 - ACTIVATED.** The Investigator's Inspection Report is activated.

**A. Use of Form.** This form shall be used to investigate and report on charitable organizations soliciting in Los Angeles as defined in Los Angeles Municipal Code, Sections 44.00 - 44.15.

**B. Completion.** Completion of this form is self-explanatory.

**C. Distribution.**

1 - Original, Charitable Services Section, CID.

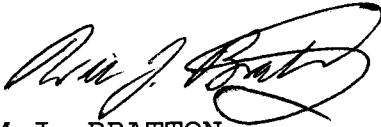
1 - TOTAL

**II. BINGO ORDINANCE, RULES AND REGULATIONS, STATE LAW BOOKLET, FORM 20.20.00; AND CHARITABLE SOLICITATIONS BOOKLET, FORM 20.21.00 - REVISED.** These booklets have been updated to reflect current changes.

**FORM AVAILABILITY:** The Investigator's Inspection Report will be available in LAPD Forms on the Department's Local Area Network (LAN). A copy of the form is attached for duplication and immediate use. The Bingo Ordinance, Rules and Regulations, State Law Booklet and the Charitable Solicitations Booklet will be available through Charitable Services Section.

**AMENDMENTS:** This Order adds Department Manual Section 5/20.14.01 and amends Sections 5/20.20.00 and 5/20.21.00.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Commission Investigation Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

A handwritten signature in black ink, appearing to read "William J. Bratton", is written over the typed name.

WILLIAM J. BRATTON  
Chief of Police

Attachment

DISTRIBUTION "D"

# LOS ANGELES POLICE COMMISSION - CHARITABLE SERVICES SECTION

## Investigator's Inspection Report

ORGANIZATION \_\_\_\_\_  
 ADDRESS/SITE LOCATION \_\_\_\_\_

DATE OF SITE VISIT \_\_\_\_\_  
 C.T. NUMBER \_\_\_\_\_

THE UNDERSIGNED INSPECTION HEREBY CERTIFIES THAT THIS INSPECTION REPRESENTS THE CONDITIONS OSBERVED AT  
 THE EVENT SITE AND/OR ADDRESS LOCATION OF THE NAMED ORGANIZATION, ON THE SPECIFIED DATE INDICATED.

Applicable Section	Applicable Law or Rule	In Compliance	In Violation	Applicable Section	Applicable Law or Rule	In Compliance	In Violation
44.04	At least 15 days before the start of a fundraising campaign or special event to solicit charitable contributions, a "NOI" was completed and filed.			44.09(c)	No person shall solicit any charitable contribution by means of any written or printed material that is published, mailed, delivered, or otherwise distributed unless such material includes the information contained in the Information Card.		
44.06	No person shall solicit charitable contributions unless a system of accounting is maintained via established & customary accounting principles.						
44.07	No person shall solicit any charitable contributions utilizing coin containers or receptacles without displaying an Information Card or an authentic reproduction thereof.			44.09(d)	Any person soliciting charitable contributions by radio, television, telephone, telegraph, or e-mail, shall provide the information contained on the Information Card upon the request of any person being solicited.		
44.08	No person shall conduct a solicitation for charitable contributions on behalf of another person without written authorization from said person.			44.09(e)	Any person soliciting charitable contributions shall present the original or an authentic reproduction of the Information Card upon request of any person being solicited.		
44.09(a)	No person shall solicit any charitable contribution unless an Information Card has been issued.			44.11	A receipt for the amount detailed shall be given to each contributor requesting one.		
44.09(b)	No person shall solicit in person any charitable contribution without personal possession of the original or an authentic reproduction of the Information Card. The Card shall be conspicuously displayed at the site of special events for the intention of obtaining funds for charitable purposes.			44.13	No child under age 10 shall solicit unless accompanied by a responsible person age 18 or older who shall at all times keep such child within seeing and hearing range. No child under 16 years of age may solicit charitable contributions between the hours of sunset and 9 a.m.		

\* LAMC 44.02 (3) Department shall have the power to investigate the method of making or conducting any such solicitation and to give publicly to its findings in such a manner the Department deems best to advise the public of the facts of such solicitation. Inspection Results will be posted on the LAPDs Website under Charitable Services Section.

I Acknowledge Receipt  
 Of A Copy Of This Report

\_\_\_\_\_  
 Agency Representative

\_\_\_\_\_  
 Investigator

\_\_\_\_\_  
 Date